

CLERK-TREASURER
Expenditures and 2012 Proposed Budget

CLERK TREASURER	Budget Utilization			Budget Variance							Proposed Budget		
Account	2008	2009	2010	2008 Original	2008 Over(Under) Expend	2009 Original	2009 Over(Under) Expend	2010 Original	2010 Over(Under) Expend	2011 Original	2012 Proposed	\$ Change 2011-2012	% Change 2011-2012
110 Salaries, Full Time	165,699.80	155,719.87	163,028.31	180,620.00	(14,920.20)	151,324.00	4,395.87	174,191.00	(11,162.69)	165,907.00	170,343.00	4,436.00	2.67%
120 Salaries, Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,050.00	(4,050.00)	0.00	0.00	0.00	0.00%
130 Overtime	7,298.11	3,939.96	791.50	5,000.00	2,298.11	4,000.00	(60.04)	3,120.00	(2,328.50)	2,280.00	2,000.00	(280.00)	-12.28%
151 Personnel Insurance	562,338.54	641,648.26	571,896.40	632,530.00	(70,191.46)	583,174.00	58,474.26	695,000.00	(123,103.60)	662,200.00	761,593.00	99,393.00	15.01%
152 Dependent Insurance	575,114.85	520,454.25	505,749.55	649,570.00	(74,455.15)	644,392.00	(123,937.75)	610,000.00	(104,250.45)	583,300.00	617,575.00	34,275.00	5.88%
153 PERF, FICA/MED, EMP SEC	287,760.03	234,194.17	242,645.38	297,100.00	(9,339.97)	228,768.00	5,426.17	253,815.00	(11,169.62)	257,200.00	270,774.00	13,574.00	5.28%
165 Wellness Incentives	0.00	0.00	8,452.40	0.00	0.00	0.00	0.00	0.00	8,452.40	0.00	0.00	0.00	0.00%
100 TOTAL PERSONAL SERVICES	1,598,211.33	1,555,956.51	1,492,563.54	1,764,820.00	(166,608.67)	1,611,658.00	(55,701.49)	1,740,176.00	(247,612.46)	1,670,887.00	1,822,285.00	151,398.00	9.06%
210 Office Supplies	6,409.11	21,667.00	18,885.84	5,000.00	1,409.11	24,000.00	(2,333.00)	23,000.00	(4,114.16)	23,000.00	20,000.00	(3,000.00)	-13.04%
236 Grounds Improvements	0.00	131.26	0.00	0.00	0.00	200.00	(68.74)	0.00	0.00	0.00	0.00	0.00	0.00%
200 TOTAL SUPPLIES	6,409.11	21,798.26	18,885.84	5,000.00	1,409.11	24,200.00	(2,401.74)	23,000.00	(4,114.16)	23,000.00	20,000.00	(3,000.00)	-13.04%
311 Legal Services	1,980.00	39.00	0.00	5,000.00	(3,020.00)	4,000.00	(3,961.00)	4,000.00	(4,000.00)	2,625.00	2,625.00	0.00	0.00%
310 Computer Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
312 Consulting	0.00	9,977.65	29,812.25	0.00	0.00	30,000.00	(20,022.35)	30,000.00	(187.75)	16,000.00	16,000.00	0.00	0.00%
321 Postage	0.00	16,859.14	18,226.00	0.00	0.00	21,100.00	(4,240.86)	21,100.00	(2,874.00)	18,500.00	18,500.00	0.00	0.00%
322 Travel	2,620.23	7,149.11	3,045.23	4,000.00	(1,379.77)	7,500.00	(350.89)	7,000.00	(3,954.77)	5,800.00	5,500.00	(300.00)	-5.17%
323 Telephone	0.00	11,413.18	6,744.70	0.00	0.00	16,750.00	(5,336.82)	7,000.00	(255.30)	6,900.00	5,760.00	(1,140.00)	-16.52%
330 Informational Printing	1,500.00	6,872.70	5,656.79	1,500.00	0.00	9,500.00	(2,627.30)	9,500.00	(3,843.21)	8,500.00	8,500.00	0.00	0.00%
331 Legal Notices	1,880.74	1,733.36	2,000.00	3,500.00	(1,619.26)	2,800.00	(1,066.64)	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00%
341 Insurance	165,344.76	217,456.29	91,490.05	241,200.00	(75,855.24)	223,810.00	(6,353.71)	178,000.00	(86,509.95)	165,000.00	162,000.00	(3,000.00)	-1.82%
342 Official Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
362 Repair Services	1,803.51	1,017.32	1,114.04	3,500.00	(1,696.49)	3,500.00	(2,482.68)	3,200.00	(2,085.96)	2,000.00	2,000.00	0.00	0.00%
391 Memberships & Dues	1,520.00	9,373.30	9,544.73	1,600.00	(80.00)	9,195.00	178.30	9,122.00	422.73	9,345.00	9,367.00	22.00	0.24%
392 Public Relations	0.00	16,085.88	10,856.71	0.00	0.00	15,000.00	1,085.88	15,000.00	(4,143.29)	12,900.00	12,900.00	0.00	0.00%
393 Elections	17,293.91	0.00	0.00	0.00	17,293.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
394 Contract Services	68,364.26	166,023.06	152,307.98	35,000.00	33,364.26	169,000.00	(2,976.94)	176,862.00	(24,554.02)	166,387.00	163,589.00	(2,798.00)	-1.68%
396 Instruction	80.00	148.50	1,740.00	1,500.00	(1,420.00)	2,000.00	(1,851.50)	1,200.00	540.00	1,600.00	1,600.00	0.00	0.00%
397 Licenses, Permits & Fees	9,389.64	8,668.00	7,008.82	10,000.00	(610.36)	8,840.00	(172.00)	8,840.00	(1,831.18)	8,240.00	7,920.00	(320.00)	-3.88%
300 TOTAL OTHER SERVICES & CHARGES	271,777.05	472,816.49	339,547.30	306,800.00	(35,022.95)	522,995.00	(50,178.51)	472,824.00	(133,276.70)	425,797.00	418,261.00	(7,536.00)	-1.77%
441 Furniture & Fixtures	483.74	61.92	0.00	1,000.00	(516.26)	2,000.00	(1,938.08)	0.00	0.00	0.00	0.00	0.00	0.00%
443 Office Equipment	8,593.35	1,275.50	0.00	6,000.00	2,593.35	0.00	1,275.50	0.00	0.00	0.00	0.00	0.00	0.00%
444 Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
400 TOTAL CAPITAL OUTLAY	9,077.09	1,337.42	0.00	7,000.00	2,077.09	2,000.00	(662.58)	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	1,885,474.58	2,051,908.68	1,850,996.68	2,083,620.00	(198,145.42)	2,160,853.00	(108,944.32)	2,236,000.00	(385,003.32)	2,119,684.00	2,260,546.00	140,862.00	6.65%

Overexpenditure indicates transfers made to authorize greater spending than original budget.

TITLE: Salaries, Full Time

Full Time Salaries for Clerk-Treasurer's staff

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	180,620.00	165,699.80
2009	151,324.00	155,719.87
2010	174,191.00	163,028.31
2011	165,907.00	
2012	170,343.00	

INCREASE FROM 2011 TO 2012: **2.67%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
26	biweekly	\$1,424.53	Clerk-Treasurer - Judy Rhodes (60% CT/40% WWTU)	37,037.78
26	biweekly	\$1,562.32	Administrative Assistant - Gail Thayer-Copeland	40,620.32
26	biweekly	\$1,039.61	Accounting III - Nicole Stocks (60% CT/40% WWTU)	27,029.86
26	biweekly	\$981.38	Accounting II - Heather Kidwell (60%CT/40% WWTU)	25,515.88
26	biweekly	\$829.69	Accounting I - Katrina Vaughan (60% CT/40% WWTU)	21,571.94
26	biweekly	\$702.56	Accounting II -Kathleen Henderson (50% CT/50% WWTU)	18,266.56
1	annual	\$300	IDACs Coordinator	300.00
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			LINE TOTAL:	170,343.00

LINE ITEM #: 130

TITLE: Overtime

Overtime pay for Clerk-Treasurer's staff paid in lieu of comp time.	
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	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	5,000.00	7,298.11
2009	4,000.00	3,939.96
2010	3,120.00	791.50
2011	2,280.00	
2012	2,000.00	

INCREASE FROM 2011 TO 2012: **-12.28%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
	1.5 hourly rate		Overtime	2,000
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			LINE TOTAL:	2,000

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 151

TITLE: Personnel Insurance

DESCRIPTION:

Insurance Benefits

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	632,530.00	562,338.54
2009	583,174.00	641,648.26
2010	695,000.00	571,896.40
2011	662,200.00	
2012	761,593.00	

99,393.00

INCREASE FROM 2011 TO 2012: 15.01%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Personnel Insurance for employees.	
			Includes health (medical, vision, dental), life insurance,	-
			long term disability.	
			Full time employees working are eligible.	-
			Regular part-time employees are eligible only for life	-
			insurance.	-
			Mayor, CT, Eng, Parks, Police, Fire, Development	-
			Medical - 12% Est Increase	690,308.07
			Dental - 12% Est Increase	41,719.78
			VSP Vision - 2012 Rate Frozen	11,495.34
			Basic Life	12,239.68
			Long Term Disability	5,829.24
				-
			LINE TOTAL:	761,593.00

TITLE: Dependent Insurance

Insurance Benefits

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	649,570.00	575,114.85
2009	644,392.00	520,454.25
2010	610,000.00	505,749.55
2011	583,300.00	
2012	617,575.00	

INCREASE FROM 2011 TO 2012: **5.88%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
	110.00%		Dependent insurance for eligible dependents of employees.	-
			Health insurance only (medical, vision and dental.)	-
				-
				-
			Medical - 12% Est Increase	559,642.42
			Dental - 12% Est Increase	50,131.09
			VSP Vision - 2012 Rate Frozen	7,801.17
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			LINE TOTAL:	617,575.00

LINE ITEM #: 153

TITLE: PERF, FICA/MED, EMP SEC

Employer payments for civilian PERF, Social Security (OASDI), Medicare, and Unemployment Insurance for employees in the General Fund Departments.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	297,100.00	287,760.03
2009	228,768.00	234,194.17
2010	253,815.00	242,645.38
2011	257,200.00	
2012	270,774.00	

INCREASE FROM 2011 TO 2012: **5.28%**

INCOME SOURCE FOR LINE ITEM: General Fund[illegible]

[illegible]

LINE ITEM #: 210

TITLE: Office Supplies

Office Supplies for the Clerk-Treasurer's Office, City Court, City Hall and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	5,000.00	6,409.11
2009	24,000.00	21,667.00
2010	23,000.00	18,885.84
2011	23,000.00	
2012	20,000.00	

INCREASE FROM 2011 TO 2012: **-13.04%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Office supplies for Clerk-Treasurer, City Court, City Hall and Mayor	20,000
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			LINE TOTAL:	20,000

LINE ITEM #: 311

TITLE: Legal Services

Legal Services for Clerk-Treasurer's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	5,000.00	1,980.00
2009	4,000.00	39.00
2010	4,000.00	-
2011	2,625.00	
2012	1,750.00	

INCREASE FROM 2011 TO 2012: **-33.33%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
10	hour	\$175	Attorney Steven Knecht	1,750
	plus reimb expense		Attorney for Clerk-Treasurer pursuant to State statute and	-
			contractual agreement approved by Board of Works	-
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			LINE TOTAL:	1,750

LINE ITEM #: 312

TITLE: Consulting

Consulting Services for the City and Mayor's Office
Includes consultant work for city newsletters, new releases, brochures, etc

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	-	-
2009	30,000.00	9,977.65
2010	30,000.00	29,812.25
2011	16,000.00	
2012	16,000.00	

INCREASE FROM 2011 TO 2012: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Just Natalie (design)	8,000
			Kathy Mayer Writing (City newsletter and publications - text, media PR releases)	8,000
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			LINE TOTAL:	16,000

LINE ITEM #: 321

TITLE: Postage

Postage and mailing costs for Clerk-Treasurer, City Court, City Hall, and Mayor's Office

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	-	-
2009	21,100.00	16,859.14
2010	21,100.00	18,226.00
2011	18,500.00	
2012	18,500.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			MAIL Inc. (Parking, Wheel Lock, and Court notices, city newsletter and other mailings, general correspondence)	17,600
			US Postmaster (stamps)	800
			Delivery services - Federal Express, UPS	100
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			LINE TOTAL:	18,500

LINE ITEM #: 322

TITLE: Travel

Travel expenses for Clerk-Treasurer's and Mayor's Offices
This combines Mayor's and Clerk-Treasurer's Budgets

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	4,000.00	2,620.23
2009	7,500.00	7,149.11
2010	7,000.00	3,045.23
2011	5,800.00	
2012	5,500.00	

INCREASE FROM 2011 TO 2012: **-5.17%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Mayor's office travel (registration for IACT conferences, travel expense for hotels, meals, parking)	3,000
			Clerk-Treasurer's office travel (registration and travel expense for ILMCT, IACT, SBOA and other meetings, parking)	2,000
			HR Director travel	-
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			LINE TOTAL:	5,500

LINE ITEM #:	323	TITLE:	Telephone
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Long Distance, Local Service and Cell Phone Service for Clerk-Treasurer's Office and Mayor's Office
Budget moved from City Hall

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	-	-
2009	16,750.00	11,413.18
2010	7,000.00	6,744.70
2011	6,900.00	
2012	5,760.00	

INCREASE FROM 2011 TO 2012: **-16.52%**

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
12	monthly	\$150	Clerk-Treasurer's, Mayor's & City Attorney's Cell Phone Service (AT&T Mobility)	1,800
			(City Attorney reimburses personal use at \$40/month)	-
12	monthly	\$105	Mayor's Office	1,260
12	monthly	\$225	Clerk-Treasurer's Office	2,700
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			LINE TOTAL:	5,760

LINE ITEM #: 330

TITLE: Informational Printing

Printing Services for City CAFR, City Newsletters, Personnel Manuals & Employee Insurance Enrollment Forms, etc

COMBINES MAYORS, CITY HALL, AND CLERKS BUDGETS

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	1,500.00	1,500.00
2009	9,500.00	6,872.70
2010	9,500.00	5,656.79
2011	8,500.00	
2012	8,500.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Lafayette Printing (City Newsletters)	8,000
			Custom Forms (HR Personnel Manuals, Insurance Forms, Etc)	500
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			LINE TOTAL:	8,500

LINE ITEM #: 341

TITLE: Insurance

City Insurance Package, Workers Compensation Costs

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	241,200.00	165,344.76
2009	223,810.00	217,456.29
2010	178,000.00	91,490.05
2011	165,000.00	
2012	162,000.00	

INCREASE FROM 2011 TO 2012: **-1.82%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				162,000
			Workers comp premium, property & liability package, and appraisal update, prior year workers comp payroll audit,	
			property additions	
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			LINE TOTAL:	162,000

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Office equipment repairs and servicing	2,000
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			LINE TOTAL:	2,000

TITLE: Memberships & Dues

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			TAHRA - HR Director dues	50
			Society for Human Resource Management - HR Director dues	160
			IMPACT - HR Dues	50
			Fair Labor Handbook - HR Director	400
			IACT ICOM-Mayor dues	300
			North Central Mayors Roundtable - Mayor dues	25
			IACT-City dues	7,072
			Newspaper Subscriptions (one year of Journal & Courier)	175
			Wall Street Journal (Clerk-Treasurer) (50% split with Development)	105
			ILMCT - Clerk-Treasurer dues	165
			American Payroll Association - Payroll Administrator dues	220
			Association of Public Treasurers - Clerk-Treasurer dues	180
			Association of Governmental Accountants - Clerk-Treasurer dues	95
			International Institute of Municipal Clerks - Clerk-Treasurer dues	150
			Government Finance Officers Association - Clerk-Treasurer dues	220
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				-
			LINE TOTAL:	9,367

LINE ITEM #: 392

TITLE: Public Relations

Public Relations - Mayor's Office

MOVED FROM MAYOR'S BUDGET

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	-	-
2009	15,000.00	16,085.88
2010	15,000.00	10,856.71
2011	12,900.00	
2012	12,900.00	

INCREASE FROM 2011 TO 2012: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
			Food items, flower memorials	500
			Stars & Stripes Sponsorship	3,000
			Other Sponsorships	5,000
			Human Relations Commission	2,500
			Athletic World Advertising (WLHS Poster Ads)	800
			Meeting luncheons, dinners, receptions	400
			Other (plaques, lamination , supplies, other events materials)	700
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			LINE TOTAL:	12,900

DEPARTMENT: CLERK TREASURER

LINE ITEM #: 394

TITLE: Contract Services

DESCRIPTION:

Contract Services for Clerk's Office, Mayor's Office, and City Services

All above budgets combined into Clerk's budget

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	35,000.00	68,364.26
2009	169,000.00	166,023.06
2010	176,862.00	152,307.98
2011	166,387.00	
2012	163,589.00	

INCREASE FROM 2011 TO 2012: -1.68%

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
12	months	\$130	EZStub Fees (payroll)	1,560
12	months	\$211.00	Ceridian Benefit Services (Cobra) - HR Director	2,532
20	hours	\$80.00	Recodification Services (Sunshine Publishing)	1,600
			Family Services (Employee Counseling Benefit) - HR Director	600
			JP Morgan Chase (Safe Deposit Boxes)	260
			Wycom (Check Signer Maintenance)	335
			Digital recording systems annual maintenance	1,300
12	monthly	\$116.50	Quench USA (includes yearly filters)	1,398
4	quarterly		Tippecanoe Community Health Clinic- (\$0.0067/\$100 AV)	66,000
			Animal Shelting Contract - to be negotiated	25,000
12	monthly	\$667	Lafayette Crisis Center - negotiated, Bd of Works approves	8,004
			Financial advisor and accounting services - OW Krohn & Associates	35,000
			Finanical report compilation services	5,000
			Other misc. contract services (temp employees, other)	5,000
			Other (cost increases and unexpected items)	10,000
			LINE TOTAL:	163,589.00

LINE ITEM #: 396

TITLE: Instruction

Training Classes for Mayor's and Clerk-Treasurer's staff	
1	1
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95	95
96	96
97	97
98	98
99	99
100	100

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	1,500.00	80.00
2009	2,000.00	148.50
2010	1,200.00	1,740.00
2011	1,600.00	
2012	1,600.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
8	employee	\$200	Training and instruction fees	1,600
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			LINE TOTAL:	1,600

LINE ITEM #: 397

DESCRIPTION:

COMBINES CITY COURT AND CLERK'S BUDGETS

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	10,000.00	9,389.64
2009	8,840.00	8,668.00
2010	8,840.00	7,008.82
2011	8,240.00	
2012	7,920.00	

INCREASE FROM 2011 TO 2012: **-3.88%**

INCOME SOURCE FOR LINE ITEM: General Fund

JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
				-
12	monthly	\$500	Payroll and Accounts Payable Service Charges*	6,000
12	monthly	\$135	Credit Card Payments Service Charges (CT and Court)	1,620
			Deposit Slips	100
			Other Fees (notary, recording) and estimated cost increases	200
			WWTU reimburses a portion of the banking service charges.	-
			Credit card court payments and online parking ticket payments	-
			are charged a convenience fee which covers cost of credit card	-
			charges.	-
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			LINE TOTAL:	7,920